

DESCRIPTION/SPECIFICATIONS/WORK STATEMENT

Overview

The Public Affairs Section Press Office seeks to receive media monitoring services. These products are used by the Ambassador and other officials throughout Mission India and our readers in Washington, D.C. The products include the Early Edition, seven days a week (including holidays, except those when newspapers are not published) as well as occasional monitoring of western news sources.

Scope of Work

The service provider will scan major news media across a wide spectrum of India's English news services, including print, wire and television websites, covering top headlines, U.S.-India relations, opinions, and editorials.

Some of the major duties of the monitoring service provider would include:

- Review Indian English news media daily.
- Prepare summaries of current news reports on political, military, counterterrorism, domestic, economic, environmental, and scientific news.
- Provide summaries of current editorials and opinion pieces regarding the U.S.
- Provide a brief summary of major television headlines.

The finished product will be between 3 and 4 pages, containing headlines, summaries, and hyperlinks to full-text articles, and sent via e-mail by 8:00 a.m. daily, seven days a week (including holidays, except those when newspapers are not published) to PA press office staff (names and e-mail id to be provided at the time of Awarding the Contract).

Recommended Guidelines for Early Edition Bidding Process

Ability to monitor, at a minimum, websites of major print media organizations in India including: The Times of India, The Hindu, Hindustan Times, The Indian Express, Business Standard, Asian Age, The Tribune, The Deccan Herald, The Mint, DNA, India Today and The Economic Times.

Ability to monitor, at a minimum, websites of the big 3 English television news organizations in India: Times Now, NDTV, and CNN-IBN.

On request, the ability to monitor international news sources including, at a minimum, the New York Times, the Washington Post, AP and Reuters.

Prepare the daily Early Edition report in a format similar to the attached, every day, seven days a week (including holidays, except those when newspapers are not published)

Send the Early Edition report by e-mail no later than 0800 daily to PA Officers (names and e-mail ids would be provided at the time of awarding the contract). After determining quality and timeliness of the report, the Public Affairs Section of U.S. Embassy New Delhi may opt to have the successful vendor send the report directly to the a.m. Early Edition distribution list.

The report shall contain summaries of top headlines, political, military, domestic, and economic news, opinions, editorials, regional developments, and trends from the most current web-based news sources available. Summaries and stories shall not be repeated from prior reports. Reports are to be proof-read, free of spelling, grammatical, and typographical errors. All text within the reports shall be of the same size and font, with the exception of headings which are in boldface. Each summary shall consist of a headline in boldface, a 1 or 2 sentence synopsis, the news source, the author or wire service name and a hyperlink to the full text of the article.

The finished product shall be between three and four pages.

Stories of particular interest: U.S-India relations, any mention of the U.S. Mission to India or U.S. Ambassador to India, , Pakistan, terrorism, major world events as specified by the press section, Indians living in the United States, consular and visa issues, and travel to the United States.